



**55-55½ DOWNING STREET H.D.F.C.
SUBLET APPLICATION**

- Completed Application
- Most recent W-2's and 1040 Form
- Executed Lease
- Employment verification letter (stating salary & length of employment)
- Landlord reference letter
- Two (2) personal reference letters

When complete, return one (1) original plus one (1) copy and a PDF version of the entire application including supporting documentation via CD, thumb drive, or email to:

**Cornerstone Mgmt. Systems Inc.
271 Madison Avenue #800
New York, N.Y. 10016**

FEES:

- 1) **A non-refundable processing fee of \$350.00** payable to Cornerstone Mgmt Systems Inc.
- 2) **A non-refundable application fee of \$25.00** payable to 55-55½ Downing Street H.D.F.C.
- 3) **A sublet fee of 10% of maintenance** during the term of the sublease

NOTE:

Each subtenant is subject to a six (6) month probationary period. The Board will review the conduct of the applicant and approve the subtenants continuing occupancy.



DATE ____/____/____

APPLICATION FOR LEASE

BUILDING ADDRESS _____ APARTMENT # _____ DATE OF POSSESSION ____/____/____
TERM OF LEASE _____ FROM _____ TO _____
ANNUAL RENT _____ RENT PER MONTH _____ SECURITY _____
OF ADULTS _____ # OF CHILDREN _____ UNFURNISHED FURNISHED
DOES APPLICANT HAVE ANY PETS? _____ IF YES, WHAT KIND? _____

APPLICANT'S NAME _____ D.O.B. ____/____/____

PRESENT ADDRESS _____ ZIP CODE _____

HOME PHONE # () _____ - _____ SOCIAL SECURITY # _____ - _____ - _____

CELL PHONE # () _____ - _____ EMAIL ADDRESS _____

PREVIOUS ADDRESS _____ ZIP CODE _____

CURRENT EMPLOYER _____ BUS. PHONE # () _____ - _____

EMPLOYER ADDRESS _____ ZIP CODE _____

TYPE OF BUSINESS _____ LENGTH OF EMPLOYMENT _____

POSITION IN OFFICE _____ APPROXIMATE ANNUAL INCOME \$ _____

PRESENT LANDLORD _____ PHONE # () _____

HOW LONG A TENANT _____ REASONS FOR MOVING _____

BUSINESS REFERENCE _____ PHONE # () _____

BUSINESS REFERENCE ADDRESS _____

PERSONAL REFERENCE _____ PHONE # () _____

CREDIT REFERENCE OR CREDIT CARD # _____

NAME OF BANK _____ ADDRESS _____

CHECKING # _____ SAVING # _____

In connection with this application, I authorize the procurement of a consumer investigative report. I further authorize all credit agencies, banks, lending institutions to release any information they may have about me and release them from any liability and responsibility from doing so.

APPLICANT'S SIGNATURE

NOTICE UNDER NYCAC §20-808

The application information provided by you may be used to obtain tenant screening report; the name and number of the consumer reporting agency or agencies that will be used to obtain such report is/are:

Corelogic/Saferent 866-654-9900

Pursuant to federal, state, and local law:

1. If we take adverse action against you on the basis of information contained in a tenant screening report, we must notify you that such action was taken and supply you with the names and addresses of the consumer reporting agency that provided the tenant screening report on the basis of which such action was taken;
2. If any adverse action is taken against you based on information contained in a tenant screening report, you have the right to inspect and receive a free copy of that report by contacting the reporting agency;
3. Every tenant or prospective tenant is entitled to one free tenant screening report from each national consumer reporting agency annually, in addition to a credit report that should be obtained from www.annualcreditreport.com ; and
4. Every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.